

## BASEMENT CONVERSION GUIDELINES

The Architectural Review Committee, with the consent of the Board of Directors, recognizes the desire of Chinquapin Homeowners to add square footage to their units in the form of converting basement space to livable space. In order to preserve the integrity of the buildings, the following Guidelines have been approved for Basement Conversion.

- I. Basement Conversion projects will follow all ARC remodel Guidelines.
- II. A qualified architect/designer must design the project.
- III. Drawings that show the routing and rerouting of utilities involved in the basement conversion will be submitted to the ARC.
- IV. Both a Civil Engineer and a Structural Engineer must be employed to address the soil and structural issues for the entire building.
- V. Both engineers must conduct site visits. CHOA may require a third party Engineer review the plans at the Homeowners expense. (Project dependent)
- VI. The engineers will provide a written statement with their plans for the project. The statement shall include the scope of the project, ensuring that the design complies with applicable codes and does not compromise the structure. Any other pertinent issues, such as drainage and runoff, shall be included.
- VII. Dumpsters must be removed over weekends.